



Virginia Association for Pupil Transportation

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March 11, 2005

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Memo: Certain Vendors

From: Fred S. Valentine, Chairman-VAPT Conference Vendor Displays

RE: 2005 Virginia Association for Pupil Transportation Conference

The 2005 Virginia Association for Pupil Transportation (VAPT) Conference will be held June 19-22, 2005 at the Holiday Inn Hampton Hotel and Conference Center 1815 Mercury Boulevard, Hampton, Virginia. Plans include the opportunity for vendors and manufacturers to participate in the program by displaying sales/service brochures, approved parts and discussing these items with local school transportation personnel. During the last few years, attendance from localities for this conference has been excellent and participation for 2005 is expected to be around 400 to 500 participants.

The following indicates the times when your displays would be open. Please note, these times are for planning purposes only and are subject to change: Sunday, June 19 (4:00 p.m. to 8:30 p.m.); Monday, June 20 (7:00 a.m. to 8:30 a.m.) and (3:00 p.m. to 5:00 p.m.). **Note: earlier time Sunday; no display Tuesday.** In order to facilitate set-up, plans are to have the display area doors open to display people by 8:00 a.m. Sunday, June 19.

The Virginia Association for Pupil Transportation (VAPT) will coordinate this event. Any questions concerning displays/vendor space should be directed to Fred S. Valentine (804) 264-0927. **Needs for electrical service and/or data ports must be requested in advance on the form provided. Also, if your firm uses a free standing display, or one which requires a wall support, the size and configuration must be provided with the request for space.**

The attached forms must be completed properly and returned along with a (non-refundable) check for the total amount on the form by **May 3, 2005** in order to receive space allocations and proper credit. All checks should be made payable to **VAPT** (Virginia Association for Pupil Transportation) and mailed with the completed form to: **Gail Patterson Putze Paterson c/o Hanover County Public Schools, Transportation Department, 11375 N. Lakeridge Parkway, Ashland, VA 23005. (Applications received without check will not be processed.)**

You may book your room through the Holiday Inn Hampton (see attached information) All conference materials and forms will be entered on the VAPT website around the first of March. www.pen.k12.va.us/VDOE/Finance/VAPT.com

Your participation will be appreciated. Please forward this information to the proper person in your organization so that our mailing list for the official communication in May will be directed to them. If you have any questions, please call Fred Valentine at (804) 264-0927 or Gail Putze Patterson at (804) 365-6530.

Attachments